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Description automatically generated**

**Application Form**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **How did you hear about this vacancy?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name:** |  | **Title:** |  |
| **Preferred name:** |  | | |
| **Address:** |  | **Postcode:** |  |
| **Mobile:** |  | | |
| **Email:** |  | | |

|  |  |
| --- | --- |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** |  |
| **Do you have a disability or any special requirements that we need to be aware of during the recruitment and selection process?**  **If yes, please provide details, including what adjustments you might require as part of the recruitment and selection process.** |  |

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**EMPLOYMENT HISTORY**

**Please note any other employment you would continue with if you were offered this position.**

**How much notice is required in your current post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List present and previous appointments in reverse chronological order (continue on a separate sheet if necessary).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From/To (month, year)** | **Name and address of employer** | **Job title and brief description of duties** | **Salary at leaving** | **Reason for leaving** |
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| --- |
| **Please explain any gaps in employment history (including dates and reasons):** |

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**EDUCATION AND QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Name of school, college, university, training provider**  **Qualifications and grades obtained** |
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**INTERESTS AND VOLUNTARY WORK**

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| **Please give details of your main interests outside of your employment and any voluntary work positions held** |

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**SUPPORTING STATEMENT**

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| --- |
| **Please detail the reasons why you are applying for and why you believe you are suitable for the vacancy.**   * **Please include experience obtained in your current and past roles that would be relevant to this post and the particular skills you would bring if appointed.** * **Your answer should seek to address the points in the Person Specification.** * **Continue on a separate sheet(s) if necessary.** |

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**REFERENCES**

|  |  |  |
| --- | --- | --- |
| **Please provide two referees:**   * **Referee details should be related to the information you have provided in your application.** * **One reference should be from your current or most recent employer.** * **The further reference should be a professional contact, for example from your education provider, church, or voluntary work contact.** * **Referees must be over 18 and not family members or relatives.** * **Please obtain their permission.**   ***We reserve the right to ask for further information about referees, including asking you to provide details of an additional referee.* *If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.*** | | |
|  | **Reference One** | **Reference Two** |
| **Name:** |  |  |
| **Position:** |  |  |
| **Occupation:** |  |  |
| **Address and postcode:** |  |  |
| **Mobile:** |  |  |
| **Email:** |  |  |
| **Relationship with applicant:** |  |  |
| **May we approach your referee prior to interview?** | **Yes/No** | **Yes/No** |

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**DECLARATION**

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| --- |
| *Please read this carefully before signing this application*   1. I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer, the PCC of the Parish of St Helier, the right to terminate any employment contract offered. 2. I agree that the PCC of the Parish of St Helier reserves the right to ask relevant questions about an individual’s health after an offer has been made, and may request a health assessment through occupational health. Should the PCC of the Parish of St Helier require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information that the PCC of the Parish of St Helier receives will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the current data protection legislation. 3. I agree that should I be successful in this application, the PCC of the Parish of St Helier will, if required, apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory any offer of employment may be withdrawn or employment terminated. 4. I understand that Clergy, ordinands and such employed lay people working for the PCC of the Parish of St Helier and/or wider diocese as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England’s commitment to promoting racial equality. This explicitly includes the BNP. I can **confirm / not confirm** that I am able to comply with this (please circle as appropriate). 5. I agree to the PCC of the Parish of St Helier using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand the PCC of the Parish of St Helier will process my information in accordance with the principles set out in the Parish Privacy Notice. 6. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment and beyond in line with relevant statutory requirements and policies and procedures. If I am not successful, I understand that the PCC of the Parish of St Helier will retain the form for a period of six months and that during this period the PCC of the Parish of St Helier may use it to contact me in the event of there being any other vacancies for which I may be suitable.   Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please email your completed form as a WORD document, with a completed confidential declaration form by the relevant closing date to:**

[**revtracysthelier@gmail.com**](mailto:revtracysthelier@gmail.com)

**THANK YOU**

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